



# The City Library

THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

The Salt Lake City Public Library is a dynamic civic resource that promotes free and open access to information, materials and services to all members of the community to advance knowledge, foster creativity, encourage the exchange of ideas, build community, and enhance the quality of life.

## **Associate Director of Financial and Administrative Services**

The City Library is seeking an innovative Associate Director of Financial and Administrative Services who will serve as a strategic advisor to the Library Director and as a member of the Management and Administrative Teams. This person will work collaboratively to advance and communicate the mission, vision, and strategic direction of the organization. The Associate Director of Financial and Administrative Services will have a key role in bringing the financial perspective to strategic discussions and decision-making and in implementing best financial practices to ensure excellent service to the public.

The Associate Director of Financial and Administrative Services acts in an advisory capacity to the Director in regard to the Library's \$13.4 million annual budget and makes recommendations that promote effective management of Library finances. This person will analyze, coordinate, and supervise The City Library's financial operations and participate in the annual library budget development and strategic planning process.

The Associate Director of Financial and Administrative Services identifies opportunities, creative ideas, and solutions helpful to meeting the organization's financial needs and brings energy, creativity, and optimism to their daily interactions.

Through accessibility, transparency, and communication, the Associate Director of Financial and Administrative Services builds trust and positive relationships with staff and external partners to create an optimal working environment and strengthen the Library's reputation. Future projects include the financial management of two new branch library building projects.

### Responsibilities

- Works closely with the Director and Administrative and Management Teams to manage the financial affairs of The City Library and supports the Library's strategic plan outcomes through effective financial management.
- Participates in the preparation and administration of the Library's budget by providing ongoing financial information to the Director and Administrative Team for planning purposes.
- Reports on financial information and monthly and annual financial reports to the Library Board of Directors.
- Analyzes administrative and financial information and makes appropriate recommendations.
- Examines and verifies the accuracy of all reports, vouchers, and accounts, including various grant monies.
- Directs the preparation of financial reports and maintains all financial records in relation to state law and generally accepted governmental accounting procedures.

- Maintains a collaborative and highly effective working relationship with Salt Lake City Corporation.
- Monitors and evaluates Salt Lake City property funding and reconciles the final settlement of taxes.
- Prepares data and oversees the annual financial audit with an external auditing firm.
- Administers all purchase orders, bid processes, and contractual agreements with external vendors in adherence with Library policy.
- Advises managers with information and recommendations about fiscal administration and assures library-wide compliance with established budgets.
- Supervises the Financial and Administrative Services staff of 1.625 FTEs who carry out varied accounting and office responsibilities.

#### Required Knowledge, Skills, and Abilities

- Thorough knowledge of governmental fiscal accounting principles, practices, and procedures.
- Thorough knowledge of budget development, fiscal responsibility requirements, and the ability to research trends and directions of public service agencies.
- Knowledge of state laws as they apply to library financial practices.
- Knowledge of various revenue sources available to libraries, including state and federal sources.
- Knowledge of legal and political issues affecting libraries and local governmental operations and management.
- The ability to communicate effectively verbally and in writing and to implement cooperative problem-solving processes.
- Knowledge of computer technologies that affect financial operations, including various software applications.
- Knowledge of business law and a general understanding of legal contracts desired but not required.

#### Qualifications

Graduation from an accredited college or university with a Master's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field is preferred. Six years' directly related work experience is required, two years of which must have been in a supervisory capacity. Candidates with a Bachelor's degree with extensive experience and CPA certification will be considered.

Experience working in a non-profit government agency and knowledge of the principles and objectives of library service as well as legal and political issues affecting library operations and management is a plus. The ability to speak a language additional to English is a plus.

#### Compensation

Starting salary is determined by experience, skills, knowledge, and abilities. Benefits include paid vacation, health and life insurances, and retirement benefits.

#### How to Apply

Send a resume and cover letter to Human Resources Department, The City Library, 210 East 400 South, Salt Lake City, UT 84111 by September 3, 2010. Please see our Web site at [www.slcp.org](http://www.slcp.org) for the position posting.

We are an Equal Opportunity Employer